

ARIZONA DEPARTMENT OF ADMINISTRATION

Policies and Procedures

Subject: Tuition Reimbursement
Supersedes: N/A

Issued: 01/01/05
Effective: 01/01/05

PURPOSE:

The purpose of this policy is to authorize a tuition reimbursement program and to provide instructions to supervisors and employees on its operation.

POLICY:

It is the policy of the Arizona Department of Administration (ADOA) to assist employees in developing their abilities to perform their jobs or to qualify for the next or subsequent steps in their career paths within the State of Arizona.

RESPONSIBILITY:

The Director has delegated to the Assistant Directors final authority for approval of Tuition Reimbursement Program requests.

PROCEDURES:

1. Eligibility
 - a. Applicants must be full time employees. Full time employees hired as a limited status would be approved at the discretion of the Assistant Director.
 - b. Courses must be offered by an accredited institution, private organization, professional society, government agency or correspondence school.
 - c. The department will pay for courses that present a reasonable correlation with the employee's career path or career aspiration within the State of Arizona.
 - d. If the employee stays with State service less than six months after completing the course, the employee will repay course expenses that were reimbursed to the employee. Each division is responsible for monitoring its employees. If an employee leaves State service prior to the end of this six month period, the Assistant Director will send a copy of the Tuition Reimbursement Program agreement with the final time sheet and a memo explaining the amount of money to be withheld from the departing employee's paycheck.
 - e. Courses must be taken during the employee's off-duty hours or during periods of approved leave. Consideration may be given to the following, provided the arrangement does not impair delivery of services or attainment of work objectives:
 - 1) An adjusted work week;
 - 2) Voluntary use of compensatory or annual leave;
 - 3) Educational leave (see Personnel Rule R2-5-408).

- 4) No compensatory leave accrual or overtime compensation will be granted for voluntary courses taken in off-duty hours.

2. Cost Sharing

- a. To encourage wide participation in the program, the department will reimburse the equivalent of up to a maximum of 12 semester credit hours at the Arizona resident tuition rates charged at State universities per employee per fiscal year. Amount reimbursed shall not exceed \$1,500 per employee per fiscal year.
- b. No other costs or fees, such as text books or lab fees will be reimbursed.
- c. To maximize use of tuition funds, employees must consider obtaining instruction at the lowest possible cost to the State. Employees are encouraged to satisfy transferable general education requirements at the community college level before taking classes at the university level.

3. Application and Payment Process

- a. To participate in the tuition reimbursement program, an application must be made on Form SASD-03, Tuition Reimbursement Program, prior to registering for the course. The employee should submit the course description from the school catalog and current fee schedule with the application, to the employee's supervisor. The course syllabus may be requested.
- b. The supervisor will send a recommendation to the Assistant Director of the division. The application will be returned to the employee with a notation of approval or disapproval within 10 working days. If the application is disapproved, an explanation will be included.
- c. Tuition reimbursement will occur after completion of the course. When requesting reimbursement by the date specified on the application (usually four weeks after the course ends), the employee will submit through his supervisor:
 - 1) The original approved application;
 - 2) An itemized receipt;
 - 3) Proof of completion of the course with a grade of "C" or better at the undergraduate level or a "B" or better at the graduate level. If the class is set up at a pass/fail level, proof of a passing status must be submitted.
- d. Funding is to be set aside by ADOA specifically for funding of the Tuition Reimbursement Program.

ARIZONA DEPARTMENT OF ADMINISTRATION
TUITION REIMBURSEMENT PROGRAM

APPLICATION

Date of Application:

Name:	Position Title:	Work Phone No.
Process Level, Department:	Date Course Begins:	Date Course Ends:
Course Title & Number	Instructor:	Course Meets (Day & Time)
School Name:	School Address:	Tuition/Registration Fee

Explain how this course will help in your current position or in the next step in your career path within your State of Arizona employment.

AGREEMENT

I agree to submit proof of completion of the course with a grade of "C" or better for undergraduate and "B" or better for graduate level courses.

I certify that I will not receive funds for this course from any other source.

If I fail to submit proof of completion or leave state service prior to six months after completing this course, I authorize the Department to withhold funds from my paycheck to reimburse the Department for educational expenses for which I was reimbursed.

Signature _____ Date _____

(Attach course description from the course catalog and a current fee schedule.)

APPROVAL

SUPERVISOR:

☐ Approve

☐ Disapprove (Reason must be explained)

Comments:

Signature _____

Date _____

ASSISTANT DIRECTOR

☐ Approve

☐ Disapprove (Reason must be explained)

Comments:

Signature _____

Date _____

AGENCY DIRECTOR

☐ Approve

☐ Disapprove (Reason must be explained)

(or designated representative)

Comments:

Signature _____

Date _____